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13 January 1959

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MEMORANDUM FOR: [ ] - Stewart Building

SUBJECT : Travel Voucher for Period

7 - 12 December 1958

1. Subject voucher has been processed and approved in the amount of \$ 64.75 which has been applied against the related travel advance in the amount of \$ 100.00 dated 9 December 1958.

(Or outstanding balance of original advance \_\_\_\_\_.)

The balance of the advance to be refunded is \$ 35.25. Should you desire to refund by personal check, please make it payable to [ ]

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[ ]

2. Early settlement of your account will be appreciated.

( 2 )

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Finance Officer

Distribution:

- 0 & 1 - Addressee
- 3 - Pers. File
- 4 - Chrono. ✓

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